

Phoenix Program
Process Definition – Purchasing Module

Process	<i>Reconciliation – Requisitions and Purchase Orders</i>
Process Number	<i>PO_024</i>

Description of Process

Reconciliation – Requisitions

The Requisition Reconcile process checks the requisitions to determine whether they can be closed. The system compares each requisition distribution to its corresponding PO distribution. If the PO distribution has been posted or closed, and the requisition status is Canceled or Processed, the system closes the requisition.

Reconciliation – Purchase Orders

The Purchase Order Reconcile process analyzes the PO receiving status and, if it considers that receiving is complete, updates the distribution status to processed. The process also copies the PO Header status of cancelled to the PO Line level, the Schedule level and the Distribution level. A determination is also made if the Purchase Order is a candidate for closing.

Input to Process

Requisition and PO reconciliation will routinely go through the reconciliation process on a nightly, weekly, or monthly basis. Run reconciliation for a single Requisition or PO or for all Requisitions and POs in a business unit. The parameters for reconciliation are entered under "Cancel Delay Days" for each Business Unit.

Output of Process

Purchasing sets each distribution close amount to the requisition distribution amount minus the sum of its corresponding PO distribution amount. The close amount will be processed in the next Posting Process.

Once all requirements for closing a PO are met, the system updates a PO header by setting the PO header status to Closed.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

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PeopleSoft Panel Groups being Used

Function	Panel Group
Requisition Items	Process - Reconcile Requisitions
Manage Purchase Orders	Process - Reconcile Purchase Orders

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Business Process Description

Process Description	Responsibility (Agency/Centralized)
Step 1 - After selecting the panel group, you will be prompted to select a Run Control ID.	Agency
<p>Step 2 - Once the Run Control ID has been selected, you will move to the “Request Panel” where you will enter the following information:</p> <p><u>Reconciliation</u></p> <ul style="list-style-type: none"> ▪ PO Post Run Option (1 Bus Unit or 1 Document) ▪ Business Unit ▪ Requisition or PO number if 1 Document is chosen in PO Post Run Option 	Agency
Step 3 - “Running The Process” Once the above information is entered you will click the Traffic Light on the toolbar (the one without the exclamation mark). This will take you to the Process Scheduler Panel.	Agency
Step 4 - In the Process Scheduler Panel, you will select the Run Location (Client) and the Output Destination (File) and click ok, you will see the background process beginning to run.	Agency

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<p>Step 5 - When the Reconciliation Process is executed, this process is looking for purchase orders that have been canceled and meet specific requirements necessary to close i.e., (that the date of cancellation, plus the cancel days is less than or equal to today's date). This process also looks for; purchase orders that meet the following criteria:</p> <ul style="list-style-type: none"> a. Purchase Order has been dispatched, fully received, fully matched, posted and a voucher has also been posted against the purchase order. b. If no receiving is required and the purchase order is set for two-way matching, the purchase order will be selected as long as it meets the criteria referenced in (a) above. c. If no matching and no receiving are required, the purchase order will be selected if the following criteria is met: purchase order dispatched, posted, a voucher has been posted against the purchase order. <p>Step 6 - Closed purchase orders are no longer available for update i.e., no change orders may be raised. These orders are available under inquiry only.</p> <p>Step 7 - Upon completion, this process has closed out the purchase order, removed the remaining encumbered balance, and transfers any under spending to the budget ledger.</p>	

Forms Used with Process (#)

NONE

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Process Flow Diagram (if appropriate):

A large, empty rectangular box with a thin black border, intended for a process flow diagram. It occupies the majority of the page area below the title and above the footer.

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APPROVED FORM

<i>SIGNER</i>	<i>ROLE</i>	<i>DATE</i>
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